

Admin.

August 10, 2010

Memorandum 2010-28

Meeting Schedule

PROPOSED 2011 MEETING SCHEDULE

For the last several years, the Commission has followed a pattern of meeting approximately every other month for one day. That has worked reasonably well for our present staffing level. It allows us to produce a sufficient amount of material for the meeting, and permits reasonable progress on most topics. The schedule proposed for 2011 would follow that general schedule.

Consistent with our past practice, proposed Sacramento meetings are scheduled for Thursdays. That should make it easier for the legislative members of the Commission to attend. Other meetings are generally scheduled for Fridays, on the assumption that a Friday meeting would be more convenient for non-legislative Commissioners.

In 2010, all but one of the meetings was scheduled to be held in Sacramento. This was done to save travel costs, as the staff does not need to fly when meeting in Sacramento, and many of the Commissioners voluntarily waive reimbursement of their travel expenses when travelling north. Those savings have been important, as budget constraints worsen each year.

That said, the staff recognizes that this practice imposes a disproportionate burden on our southern California Commissioners, and makes it harder for members of the public in that region to attend Commission meetings. The schedule proposed in this memorandum was prepared assuming that we would continue the tilt toward Sacramento meetings, but Commissioners should feel free to change that practice if it is no longer desirable.

Taking into account the Legislature's calendar, known scheduling conflicts, airline schedules, holidays, staff vacations, weather, etc., the staff proposes the following meeting schedule for 2011:

February 2011	Sacramento
Feb. 10 (Thur.)	10:00 am – 4:00 pm
April 2011	Sacramento
April 14 (Thur.)	10:00 am – 4:00 pm
June 2011	Sacramento
June 9 (Thur.)	10:00 am – 4:00 pm
August 2011	Sacramento
Aug. 11 (Thur.)	10:00 am – 4:00 pm
October 2011	Sacramento
Oct. 13 (Thur.)	10:00 am – 4:00 pm
December 2011	Burbank
Dec. 16 (Thur.)	10:00 am – 4:00 pm

Please bring your calendars to the meeting so we can adjust the proposed schedule as necessary to enable maximum attendance by Commission members.

REMAINING 2010 MEETINGS

The schedule for the remaining 2010 meetings is as follows:

October 2010	Sacramento
Oct. 14 (Thur.)	10:00 am – 4:00 pm
December 2010	Burbank
Dec. 16 (Thur.)	10:00 am – 4:00 pm

Issues relating to those meetings are discussed below.

October 2010 Meeting

The staff would like to propose a change in the location of the October 2010 meeting. As has been noted previously, the Sacramento-area office has moved. We are now located in the UC Davis Law School.

The staff has discussed the possibility of holding an occasional meeting at the Law School itself. That idea has been well received by the Law School's administration.

In addition, Dean Kevin Johnson has indicated that the Law School intends to hold a reception to formally welcome the Commission to its new space. The reception might be held in October.

It occurred to the staff that it would be congenial if the Commission were to meet in the Law School on the day of the reception. That way, Commissioners as well as staff could attend the reception and be recognized.

If the Commission is interested in that possibility, the staff will work with the Law School to see whether a joint meeting and reception can be arranged.
Should we do so?

December 2010 Meeting

The December 2010 meeting was scheduled for a Thursday (contrary to our usual practice) to accommodate the possibility of extending the meeting into a second day, if necessary. Considering the volume of work that will likely be involved in trying to complete the CID recodification project, with the goal of doing so by the end of this year, it may prove necessary to meet for an additional day, on December 17, 2010.

The staff requests that Commissioners keep that date open if possible. The decision on whether to extend the December meeting can be made in October.

Respectfully submitted,

Brian Hebert
Executive Secretary